

OKLAHOMA MOTOR VEHICLE COMMISSION
APPLICATION PACKET FOR INITIAL DEALER FRANCHISE LICENSE(S)

This packet only applies to Automobile & Truck Dealers selling NEW vehicles - NOT Motorcycle or RVs or Used Dealers

THIS PACKET IS FOR: Establishment of a brand new dealership **OR** Purchase of an existing dealership by individuals(s) with no previous financial ownership in that dealership.

Dealers must become licensed before they can legally sell or advertise new vehicles. Sanctions such as fines or denial of license may be imposed for non-compliance.

VERY IMPORTANT! The Manufacturer/Distributor of the vehicles which you plan to sell, must also be licensed by this Commission, otherwise, your Dealer Application will not be considered. Have you checked to see if they are licensed?

***** CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE COMPLETE APPLICATION *****

- ___ 1. **DEALER APPLICATION FORM:** Form must be complete, signed and notarized. IF WE CAN'T READ IT, WE WILL RETURN IT. TYPE OR PRINT LEGIBLY. Answer all questions.
- ___ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet or Pro Forma**. Do not submit personal Financial information. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank Balance Sheet form is included in this packet for your convenience or you may submit your own, but make sure it is signed and certified that it is accurate.
- ___ 3. **BUSINESS HISTORY:** Provide a brief history of the business and of each Owner or Executive Manager who will be active in the daily operations. Include previous dealership ownership and/or employment.
- ___ 4. **AFFIDAVIT OF EXTENDED SERVICE CONTRACTS:** If this transaction is a purchase of an existing automobile dealership or franchise, the enclosed Affidavit must be completed. Otherwise disregard.
- ___ 5. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors for whose products you seek to be licensed to sell.
- ___ 6. **PHOTOS:** Six photos are required: 1) Showroom; 2) Front of the building; 3) Outdoor sign identifying the motor vehicle dealership; 4) Parts area; 5) Service area; and 6) Exhaust System in Service area. NOTE: If your dealership will be selling electric vehicles only, photo #6 is not required.
- ___ 7. **DEALER AGREEMENT(S):** *Application may be submitted and considered by the Board without these document(s).* The Board can choose to approve the application "contingent upon" receipt of the Dealer Agreement(s). Keep in mind the actual franchise license(s) will not be issued until the Dealer Agreement(s) are received.
- ___ 8. **MANAGEMENT AGREEMENT:** If the buyer is taking over management of a dealership prior to licensing and factory approval, a copy of the Management Agreement must be filed in this office prior to the management change.
- ___ 9. **FEE: \$300.00 PER FRANCHISE.** Check or Money Orders only. No cash or credit cards accepted. License Fees are non-refundable unless application is denied.
- ___ 10. **FACILITY INSPECTION:** An inspection of the property may be performed at the discretion of the OMVC. Enclosed is a guideline of the building requirements.
- ___ 11. **GRATIS CARD:** One free Salesperson Registration is issued to the Owner of the dealership or the General Manager. Complete and submit the Gratis application with Affidavit of Citizenship.
- ___ 12. **SALESPERSONS:** *After your franchise licenses have been issued, you must immediately register all other salespeople.* Attached is information pertaining to salesperson registration forms and fees.
- ___ 13. **DEADLINE:** Applications are considered by the Board on the second Tuesday of each month **ONLY**. The **deadline** to submit an application packet is the Monday eight days prior to the meeting. **NO EXCEPTIONS!**

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW MOTOR VEHICLE DEALER
INITIAL APPLICATION FOR AUTOMOBILE, TRUCK OR BUS FRANCHISE LICENSE(S)**

PLEASE TYPE

1. DBA Name _____ 2. Legal Name _____
(if different)

3. Physical Address _____
Street Address City State Zip County

4. Mailing Address _____
(if different) P.O. Box City State Zip

5. Main Phone # (_____) _____ 6. Website: _____

7. Dealer Principal _____ Name Direct Phone # E-Mail
Exec Manager _____
(if different)
Contact Person _____
(filling out this form)

8. Will this be the Dealer's primary occupation? ____ Yes ____ No If No, explain on separate sheet of paper.

9. Federal ID Number? _____ 10.

10. Type of Ownership: ____ Individual ____ Partnership ____ Corporation ____ LLC ____ LP

11. Complete for each Owner, Officer and Executive Manager (including date of birth and percent of ownership):

NAME	COMPLETE HOME ADDRESS	TITLE	D.O.B.	%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%

12. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **suspended, denied, or revoked** in this or any other state? ____ Yes ____ No If Yes, explain:

13. Have you or any of the principals ever been convicted of a felony? ____ Yes ____ No **If Yes**, complete below:

Who? _____ **Where?** _____ **When?** _____

(circle one) **Federal** or **State Charge** **Convicted of:** _____

****If yes, attach** copy of a Criminal History Background Report relating to the felony charge(s). The Application will not be processed without this documentation. This Commission has the authority to verify, independently, the accuracy of your response.

14. Identify **ALL** franchise makes to be offered for sale by listing the Franchise Make, Type Code, and the corresponding Manufacturer/Distributor. (Attach additional sheets if necessary):

Type Codes: AB – Automobiles HT – Heavy Truck SV – Specialty Vehicle VN - Van
 LS – Low Speed BS – Bus MT - Mini Truck

Franchise Make	Type Code	Manufacturer/Distributor

15. This application is for: (check one)

- Establishing a new dealership where none currently exists
 If so, name any dealers selling same vehicles within a 15 mile radius of this location _____

- Purchasing an existing dealership
 If so, who is the selling dealer? _____
- Relocating franchise(s) obtained from an existing dealership
 If so, who is the selling dealer? _____

16. If purchasing an existing dealership, select the type of transaction: _____ Stock purchase _____ Asset purchase

17. Describe the extent of your trade area assigned by the Manufacturer or Distributor:

18. Does your facility meet the building requirements as outlined in the attached list? _____ Yes _____ No

If not, explain why: _____

Facilities are owned _____ or leased _____. If leased, give term: _____ years

Has the facility been a motor vehicle dealership in the past? _____ Yes _____ No

Floor space devoted to: Showroom _____ sq. ft. Service _____ sq. ft. Parts _____ sq. ft.

Office _____ sq. ft. Total Square Footage _____

19. What is your initial investment in parts? _____ 20. Number of mechanical technicians: _____

21. I acknowledge, by my initials herein, that it is our responsibility to provide service and parts for the new vehicles which we sell, and we shall do so, in accordance with Oklahoma Law and the manufacturer’s warranty.

OWNER or EXECUTIVE MANAGER INITIALS REQUIRED HERE: _____

ASSETS:

Current Assets:

Cash on Hand and in Bank	_____
Accounts Receivable	_____
Factory Receivables	_____
Notes Receivable	_____

Total Cash and Receivables _____

Inventories:

New Motor Vehicles	_____
Used Motor Vehicles	_____
Parts and Accessories	_____
Other Inventories	_____

Total Inventories _____

Other Current Assets:

Total Current Assets: _____

Property, Plant, and Equipment:

Land and Buildings	_____
Furniture, Fixtures, Equipment	_____
Company Vehicles	_____
Leasehold Improvements	_____
Other	_____

Total Property, Plant, & Equip: _____

Other Dealership Assets:

Total Non-Current Assets: _____

TOTAL ASSETS: _____

LIABILITES

Current Liabilities:

Accounts Payable	_____
Notes Payable - Floor Plan	_____
Other Short-Term Notes	_____
Other Current Liabilities	_____

Total Current Liabilities: _____

Long-Term Liabilities:

Mortgages Payable	_____
Other Long-Term Notes	_____

Total Long-Term Liabilities: _____

TOTAL LIABILITES: _____

NET WORTH / OWNERS EQUITY:

Capital Stock	_____
Additional Paid in Capital	_____
Retained Earnings	_____
Other (Explain)	_____

TOTAL NET WORTH / OWNERS EQUITY: _____

TOTAL LIABILITES PLUS NET WORTH: _____

I CERTIFY THAT THIS FINANCIAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Printed Name _____ Title _____
Corporate Officer

BUILDING REQUIREMENTS CHECKLIST FOR DEALER

The following is a list of the building requirements for a New Dealership in Oklahoma:

1. **Building** Established place of business must be a permanently enclosed building or structure, not a residence or temporary structure. The place of business must be easily accessible to the public.
2. **Sign** The business must have a sign visible from the outside which identifies the dealership.
3. **Offices & Public Areas** Adequate office and public areas to conduct sales transactions and bookkeeping functions. There must also be restroom facilities available for the public.
4. **Showroom** The building must contain an indoor showroom, separate from the service area, for the display of new vehicles.
5. **Service & Parts** This area must be separated from the public areas, equipped with tools, equipment, and replacement parts necessary for reasonably expected warranty and service needs.
6. **Parking** Must have paved or gravel area for customer parking.

PLEASE NOTE: These requirements are only those of the Oklahoma Motor Vehicle Commission for a dealer licensee to sell new vehicle, and in no way is an approval for any of the City, County, State or Federal requirements.

If you have any questions or need clarification, please contact Marilyn Maxwell, ext 101.

**OKLAHOMA MOTOR VEHICLE COMMISSION
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227**

SALESPERSON ROSTER SHEET

Name of Dealership _____ City _____

Licensing Contact Person _____ Phone # _____

INSTRUCTIONS:

TYPE OR PRINT LEGIBLY!!!

- Below list every **Salesperson, Sales Manager, and Finance Personnel** who are involved in the sales process. *Or you can attach a computer print-out making sure it lists name of dealership, city, and contact person information.*
- **Dealer Key Personnel** (such as mechanics or office employees) who drive new vehicles on new Dealer Tags without possessing a Salesperson Registration can be issued a citation from law enforcement if pulled over. The OMVC does not require these people to be licensed, but we do accommodate dealers by issuing Salesperson Registrations to these individuals to prevent citations. List Dealer Key Personnel below if so desired.
- A Salesperson Registration form must be submitted for each name listed below.
- **If someone is on vacation or unable to complete application right now, PLEASE DO NOT PRE-PAY for their license and DO NOT LIST them down below. Wait until they return to work to submit application and fee.**

SALESPERSON NAME	Last 4 digits Of SS#	SALESPERSON NAME	Last 4 digits Of SS#
1. _____		16. _____	
2. _____		17. _____	
3. _____		18. _____	
4. _____		19. _____	
5. _____		20. _____	
6. _____		21. _____	
7. _____		22. _____	
8. _____		23. _____	
9. _____		24. _____	
10. _____		25. _____	
11. _____		26. _____	
12. _____		27. _____	
13. _____		28. _____	
14. _____		29. _____	
15. _____		30. _____	

OKLAHOMA MOTOR VEHICLE COMMISSION

**APPLICATION FOR GRATIS
REGISTRATION APPLICATION**
(Not a regular Salesperson Registration Application)

PLEASE PRINT CLEARLY

1. **FULL NAME:** _____
(First Middle Initial Last)

2. **ADDRESS:** _____
Street City State Zip

3. **SSN:** [][][][][][] 4. **Birth Date:** ___/___/___ 5. **HOME/CELL:** (____) _____
(LAST 4 DIGITS ONLY!)

6. **FULL DEALERSHIP NAME (DBA):** _____

7. **DEALERSHIP ADDRESS:** _____
Street City State Zip

8. **DATE HIRED:** _____ 9. **JOB TITLE:** _____

10. **HAVE YOU EVER BEEN LICENSED OR REGISTERED BEFORE BY THIS COMMISSION?**
 YES NO If Yes, specify most recent dealership: _____

11. **HAVE YOU EVER HAD A MOTOR VEHICLE DEALER OR SALESPERSON LICENSE/
REGISTRATION DENIED, REVOKED OR SUSPENDED IN THIS OR ANY OTHER STATE?**
 YES NO If Yes, provide details: _____

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct.

Applicant Signature _____ **Date** _____

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116
(405) 607-8227

GRATIS CARD (No fee required)

OKLAHOMA MOTOR VEHICLE COMMISSION
APPLICATION FOR NEW MOTOR VEHICLE
SALESPERSON CERTIFICATE OF REGISTRATION

PLEASE PRINT CLEARLY

1. FULL NAME: _____
(First Middle Initial Last)

2. ADDRESS: _____
Street City State Zip

3. SSN: [][][][][][] **4. Birth Date:** ____/____/____ **5. HOME/CELL:** (_____) _____
(LAST 4 DIGITS ONLY!)

6. FULL DEALERSHIP NAME (DBA): _____

7. DEALERSHIP ADDRESS: _____
Street City State Zip

8. CHECK ONE: **Salesperson** **Finance** **Dealer Key Personnel** **Dealer Spouse**

9. DATE HIRED: _____ **10. JOB TITLE:** _____

APPLICANT ATTESTATION: I agree to abide by the Laws and Rules of the State of Oklahoma and the Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct.

APPLICANT SIGNATURE **DATE:** _____

EMPLOYER'S ENDORSEMENT

I have read the foregoing answers by the above Applicant and believe them to be true to the best of my knowledge. **This Applicant, Representing My Dealership,** is recommended as trustworthy and a person who will abide by the provisions of the laws and the rules and regulations governing the sale of new motor vehicles, and is being employed as a salesperson, selling exclusively for the undersigned employer.

Signature of Dealer, General Manager or Corporate Officer Only **TITLE**

PRINT NAME **DATE**

Submit Registration application and \$25.00 fee to:
Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183,
Oklahoma City, OK 73116 405-607-8227